

**CONFIDENTIAL**

*Payroll*  
16 November 1954

Chief, Forms Management Branch,  
Management Improvement Staff

Chief, Technical Accounting Staff,  
Office of the Comptroller

Use of NAVORD Form 1577

REF : Your informal memorandum to Area Records Officer,  
Office of the Comptroller

1. The referenced memorandum requested concurrence of this Office concerning the suggestion that the NAVORD form be provided to Agency employees for their use beginning with calendar year 1955 in maintaining a personal leave record. For your information, this Office has been collaborating with the Management Improvement Staff in experimenting with several alternative methods for maintaining official leave records and it is contemplated that some decision will be made in the near future as to the procedure to be adopted. Each of the methods under study contemplates that current information would be available to employees throughout the year as to their leave balances, thus obviating the necessity for each employee to maintain a personal leave record.

2. In the event the present leave record procedures are continued, however, consideration will be given to providing individual employees with a simplified form on which they can maintain a record of leave taken and leave balances.

151

25X1

TAS/FWG:jh (16 Nov 54)

Distribution:

- Orig. & 1 - Addressee
- 1 - Deputy Comptroller
- 1 - Comptroller (Records Management Officer)
- 1 - TAS Chrono
- 1 - TAS Subject ✓

25X1

~~CONFIDENTIAL~~*Copy**Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Forms Management Branch, MS  
25X1  
FROM :  - PAS/CP

DATE: 26 August 1954

SUBJECT: Use of NAVORD Form 1677 in Lieu of SF-1137, Leave Record

In reference to your note concerning the above, we would like to suggest that this matter be referred to the Comptroller since his Office is the group primarily interested in maintenance of leave records for Agency employees. The NAVORD form, however, does appear to be the form most easily interpreted from an employee's viewpoint.

It is also suggested that your Staff refer to Form 60-141, Leave Schedule, used by supervisors in OCD. The latter form is not an individual employee record but reflects certain design characteristics similar to the NAVORD form.

*/s/ HCM*

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

**CONFIDENTIAL**

**CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP**

TO	INITIALS	DATE
1 Chief, Finance Division	<i>[Signature]</i>	9/14
2 Area Records Officer		
3 1039 Alcott Hall		
4		
5		

  

FROM	INITIALS	DATE
1 Area Records Officer	<i>[Signature]</i>	10 Sept.
2		
3		

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> APPROVAL           | <input type="checkbox"/> INFORMATION          | <input type="checkbox"/> SIGNATURE         |
| <input type="checkbox"/> ACTION             | <input type="checkbox"/> DIRECT REPLY         | <input checked="" type="checkbox"/> RETURN |
| <input checked="" type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH          |
| <input type="checkbox"/> CONCURRENCE        | <input type="checkbox"/> RECOMMENDATION       | <input type="checkbox"/> FILE              |

Remarks: The form appears suitable for use by the individual, but would not be desirable as a summary record in lieu of the currently used SF-1137.

*[Signature]* said workload at end of year would not allow for furnishing leave balance form.

(over)

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*Sept 1954*  
 *TAS, said his office*

*did not concur*

- 1. NAVORD 1877 could not be used as official leave record card in lieu of SF 1137*
- 2. Comptroller's office could not ~~use~~ furnish leave balances at end of year due to work load at that time.*
- 3. The use of NAVORD form 1877 would be expensive for the percentage of ~~employees~~ people that would maintain a personal leave record. It would require the stocking of an additional form.*

UNCLASSIFIED

CONFIDENTIAL

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

# CONFIDENTIAL CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Chief, Fiscal Division	AWC	9/8/54
2	Adm Records Officer		
3			
4			
5			

  

FROM		INITIALS	DATE
1			7 Sept.
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input checked="" type="checkbox"/> RETURN
<input checked="" type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: ☐: I feel that this was misdirected to you in first place and it should be referred to T A S which has been studying decentralization of official leave records and may wish to study suggestion of form to be used by each individual as his personal record.

<sup>25X1</sup>  
Approved For Release 2002/07/12 : CIA-RDP79-00065A000200030002-4

Next 1 Page(s) In Document Exempt

Approved For Release 2002/07/12 : CIA-RDP79-00065A000200030002-4

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Forms Management Branch, MS

DATE: 26 August 1954

25X1 FROM :  - PAS/OP

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Checked Leave Schedule  
Not suitable for leave purpose.

25X1

CIVILIAN EMPLOYEES' LEAVE RECORD  
DAVORD FORM 1877 (Rev. 11-53)

NAME _____	ACCUMULATED LEAVE AS OF 3 JANUARY 1954 ANNUAL _____ HOURS      SICK _____ HOURS
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Each horizontal line of dates indicates a pay period, at the end of which the number of hours of leave earned should be added, and the total number of hours of leave taken deducted.

ANNUAL LEAVE IS COMPUTED ON LENGTH OF SERVICE AS FOLLOWS		
LENGTH OF SERVICE	HOURS EARNED PER PAY PERIOD	DAYS EARNED PER YEAR
LESS THAN 3 YEARS	4	13
3 YEARS-BUT LESS THAN 15 YEARS	6	20
15 YEARS-OR MORE	8	26

Sick leave is earned at the rate of 4 hours per pay period.

NOTE: No leave is earned for other than a FULL pay period.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	ANNUAL LEAVE			SICK LEAVE		
														EARNED	TAKEN	BALANCE	EARNED	TAKEN	BALANCE
JAN 3	4	5	6	7	8	9	10	11	12	13	14	15	16						
17	18	19	20	21	22	23	24	25	26	27	28	29	30						
31	FEB 1	2	3	4	5	6	7	8	9	10	11	12	13						
14	15	16	17	18	19	20	21	22	23	24	25	26	27						
28	MAR 1	2	3	4	5	6	7	8	9	10	11	12	13						
14	15	16	17	18	19	20	21	22	23	24	25	26	27						
28	29	30	31	APR 1	2	3	4	5	6	7	8	9	10						
11	12	13	14	15	16	17	18	19	20	21	22	23	24						
25	26	27	28	29	30	MAY 1	2	3	4	5	6	7	8						
9	10	11	12	13	14	15	16	17	18	19	20	21	22						
23	24	25	26	27	28	29	30	31	JUN 1	2	3	4	5						
6	7	8	9	10	11	12	13	14	15	16	17	18	19						
20	21	22	23	24	25	26	27	28	29	30	JUL 1	2	3						
4	5	6	7	8	9	10	11	12	13	14	15	16	17						
18	19	20	21	22	23	24	25	26	27	28	29	30	31						
AUG 1	2	3	4	5	6	7	8	9	10	11	12	13	14						
15	16	17	18	19	20	21	22	23	24	25	26	27	28						
29	30	31	SEP 1	2	3	4	5	6	7	8	9	10	11						
12	13	14	15	16	17	18	19	20	21	22	23	24	25						
26	27	28	29	30	OCT 1	2	3	4	5	6	7	8	9						
10	11	12	13	14	15	16	17	18	19	20	21	22	23						
24	25	26	27	28	29	30	31	NOV 1	2	3	4	5	6						
7	8	9	10	11	12	13	14	15	16	17	18	19	20						
21	22	23	24	25	26	27	28	29	30	DEC 1	2	3	4						
5	6	7	8	9	10	11	12	13	14	15	16	17	18						
19	20	21	22	23	24	25	26	27	28	29	30	31	JAN 1						



LAST NAME, APPROVED FOR RELEASE 2002/07/12 : CIA-RDP79-00065A000200030002-4 CALENDAR YEAR 1946  
 Standard Form No. 1137  
 General Regulations No. 102

# LEAVE RECORD

GPO 16-48999-1

Form prescribed by Comp. Gen., U. S.  
June 28, 1946

MONTH	PAY PER. No.	ANNUAL			SICK			MONTH	PAY PER. No.	ANNUAL			SICK			ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD			
		TAKEN		Hrs. ACCR.	TAKEN		Hrs. ACCR.			TAKEN		Hrs. ACCR.	TAKEN		Hrs. ACCR.	DATE	TYPE	HRS.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.
		HRS.	TOTAL		HRS.	TOTAL				HRS.	TOTAL		HRS.	TOTAL									
JANUARY								JULY															
FEBRUARY								AUGUST															
MARCH								SEPTEMBER															
APRIL								OCTOBER								REMARKS							
MAY								NOVEMBER												YEARLY SUMMARY (HOURS)			
JUNE								DECEMBER												ITEM	ANN.	SICK	
																				BAL. FORWARDED			
																				YR. ACCRUAL			
																				TOTAL			
																				TOTAL TAKEN			
																				BALANCE			

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION No. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR

Approved For Release 2002/07/12 : CIA-RDP79-00065A000200030002-4

Standard Form No. 1137  
General Regulations No. 102

LEAVE RECORD

GPO 16-48999-1 Form prescribed by Comp. Gen., U.S. June 28, 1946

MONTH	PAY PER. NO.	ANNUAL		SICK		MONTH	PAY PER. NO.	ANNUAL		SICK		ABSENCE WITHOUT PAY W-AWL-SUSPENDED				COMPENSATORY TIME RECORD				
		TAKEN		HRS. ACCR.	TAKEN			HRS. ACCR.	TAKEN		HRS. ACCR.	DATE	TYPE	HRS.	TOTAL	PAY PERIOD	HOURS WORKED	HOURS TAKEN	BAL.	
		HRS.	TOTAL		HRS.				TOTAL	HRS.										TOTAL
JANUARY						JULY														
FEBRUARY						AUGUST														
MARCH						SEPTEMBER														
APRIL						OCTOBER														
MAY						NOVEMBER														
JUNE						DECEMBER														

LAST NAME FIRST NAME AND INITIAL IDENTIFICATION No. TYPE OF APPOINTMENT EOD DATE AGENCY CALENDAR YEAR